

20 JUN 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information Services Staff

SUBJECT: ISS Weekly Report (12-18 June 1980)

Regulations Control Division

RCD processed 45 regulatory issuances during this reporting period.

Chief, RCD participated in an OGC seminar on new Agency guidelines on intelligence activities under Executive Order 12036.

Classification Review Division

CRD feels that after many conversations with various offices in the Department of Defense and the Department of State that enough contact points have been established to begin the review coordination of some interdepartmental material. We are now beginning review of the National Intelligence Survey.

Records Management Division

RMD provided information on Agency records volumes to OGC. The information is needed for a lawsuit charging the Agency with failure to respond to Freedom of Information Act requests within the required period. He intends to use the information to show the magnitude of records potentially subject to being searched.

RMD personnel provided briefings or arranged briefings for:

(1) Director and Deputy Director, ISOO and three members of their staff on APEX and SI/TK.

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(2) [redacted] consultant to the History Advisory Committee, on the Agency records management program.

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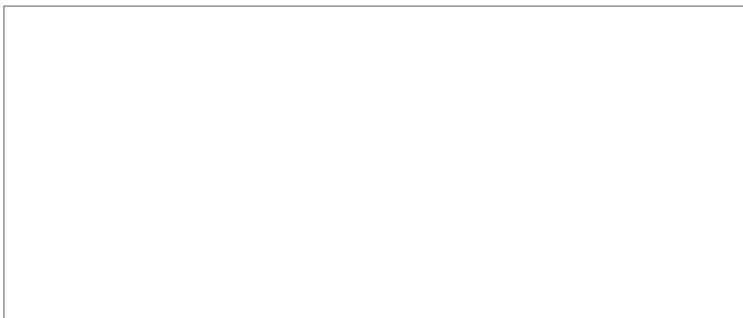
(3) [redacted] OGC, on the history of the records destruction "moratorium" as background in a lawsuit charging the Agency with unauthorized retention of information on U.S. persons.

Information and Privacy Division

A separate report is attached.

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Attachment



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19 June 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (12-18 June)

1. The Week in Review
- | | <u>12-18 June</u> | <u>1980 Weekly Average</u> |
|-------------------------|-------------------|----------------------------|
| a. New cases logged | 50 | 62.3 |
| b. Cases closed | 41 | 55.3 |
| c. New appeals logged | 3 | 2.0 |
| d. Appeals closed | 2 | 2.4 |
| e. Manpower (man-weeks) | 144.9 | 121.7 |
2. Current Backlogs
- a. Initial requests - 2819

b. Appeals - 409
3. Spotlighted Requests

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